

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000018-OM
2. ISSUANCE DATE:	February 13, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	February 27 , 2017
4. POSITION TITLE:	Security Specialist
5. MARKET VALUE:	GS-13 (\$74,584 - \$96,958) In addition 35% post differential and 35% danger pay is currently authorized at this location.
6. PERIOD OF PERFORMANCE:	13 months with options for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Secret

9. STATEMENT OF DUTIES:**1. General Statement of Purpose of Contract**

The Partner Liaison Security Office (PLSO) provides a high level of safety, security and operational support to all USAID/Afghanistan implementing partners located in Kabul, as well as in any of Afghanistan's 34 provinces; To include providing informational analysis and distribution that supports USAID implementing partners and staff throughout the country as well as fulfill requirements dictated by Mission leadership and the Office of Afghanistan and Pakistan Affairs (OAPA). The PLSO provides oversight of daily and weekly incident summaries and maintains a database cataloging all critical incidents by date, type and provincial location.

The PLSO is the USAID/ Afghanistan point-of-contact (POC) for all Implementing Partners (IPs) with regard to safety, security and risk management issues. The incumbent supports approximately 55 IPs, managing 89 atypical awards in 163 varied locations throughout Afghanistan. All IPs work in a severe threat environment with various levels of internal security support and expertise. The incumbent must understand the details of each individual IP's safety and security situation and provide expert technical advice with regard to best practices. The primary objective of the office is to help IPs prevent/minimize safety and security incidents and mitigate risk, allowing IPs to effectively manage USAID/Afghanistan projects.

2. Statement of Duties to be Performed:

The incumbent provides Contract Officers with professional opinions with regard to security plan and Risk Management Company (RMC) and Afghanistan Public Protection Force (APPF) sub-contracts when queried.

The incumbent provides 24-hour on-call emergency security support to all USAID/Afghanistan IPs. The incumbent is USAID's primary POC when IP security

incidents occur, lives are in jeopardy, and chaos is the only constant. The incumbent is required to manage the flow of information; think out-of-the-box; marshal ideas, and resources that no well thought-out emergency response plan could have envisioned.

a. As the Safety and Security Officer, the incumbent:

- Provides the USAID/Afghanistan Mission with a holistic picture of how the security environment is affecting its IPs and the Agency's ability to monitor and provide oversight to its programs.
- Continually monitors and updates its policies and procedures to ensure that all fulfill requirements dictated by the USAID/Afghanistan Mission's front office and OAPA.
- Liaises between IPs and the USAID/Afghanistan Mission, the Regional Security Office (RSO), other United States Government (USG) entities, Resolute Support Members and Host Nation security elements, providing a pro-active flow of information between all parties.
- Conducts independent analysis and evaluates all information as it relates to political, economic, social, technical, or military conditions in respect to the safety and security of USAID's IPs.
- Responds to requests from other organizations for information, applying the full range of established security protocols and rules to safeguard sources and IPs.
- Provides subject matter expertise to the USAID Mission and other stakeholders.
- Provides timely information to IPs to permit informed critical life/safety decisions.
- Manages a reporting system that ensures proper dissemination and archiving of relevant security information.
- Provides technical support to the Contracting Officer on security-related contract issues.
- Manages the USAID safety and security equipment program for IPs, including approximately 120 armored vehicles.
- Supports IPs with the implementation of security-related training programs for IP staff.
- Assists in surveying IP offices and guest houses and identifying security vulnerabilities as well as intelligence and terrorism threats.
- Conducts site visits to guesthouses and project sites for security assessments and non-prescriptive guidance in support of the IP's safety and security.

b. Program Design, Management and Implementation:

- The incumbent and supervisor together will set overall objectives, develop deadlines, projects and work to be done. In the absence of the supervisor, the incumbent assumes the responsibilities and authority of the supervisor, including providing expert guidance on policies, strategies, programs and activities.
- The incumbent coordinates with other USAID/Afghanistan technical offices and provide input to ensure that IP risk management is emphasized appropriately in relevant technical portfolios.

- Using independent judgment, the incumbent provides programmatic guidance and support for all USAID/Afghanistan activities related to IP safety and security proposals, including reviewing all Risk Management Sub-Contracts and Security
- Incumbent shall provide technical guidance and advice to IPs regarding Security Guard sub-contracts, within the purview of the PLSO.
- The incumbent provides guidance on, track, evaluate and report on IP safety and security indicators, Emergency Action Plans, Crisis and Evacuation Plans, and Continuity of Operations Plans.

c. Technical Expertise:

- The incumbent prepares frequent updates, including those from various committees and working groups, and is required to respond quickly and effectively to ad hoc requests for information from Mission leadership, as well as frequent and regular reporting, including pieces for distribution to OAPA, USAID Office of Inspector General (OIG) and Special Inspector General for Afghanistan Reconstruction (SIGAR) and other stakeholders. Represents USAID at donor and government coordination and advisory meetings and working/thematic groups that might be formed or exist to coordinate and discuss IP issues.
- Serves as the subject matter information repository, and stay up-to-date with regard to IP risk management issues reported directly, in the media and/or by international organizations.
- Uses initiative and resourcefulness to provide a full range of consultative, information-gathering, analytical, evaluative and written technical services of broad scope and complexity.

d. Outreach and Communication:

- The incumbent consults regularly with senior level professionals including implementing partners, beneficiaries, donors, and relevant senior level Government of the Islamic Republic of Afghanistan (GIROA) officials, at both the Ministerial level and decentralized provincial levels of government.
- Serves as a liaison and briefer for high profile delegation visits to USAID/ Afghanistan; will be proactive in working with the relevant ministries to motivate and influence GIROA officials to address IP issues related to their security policy formulation and implementation.
- Attends weekly Regional Security Office Threat Intelligence briefings in addition to frequent and irregular high-level meetings pertaining to countrywide or implementing partner security concerns.

e. Support to Mission offices:

- The incumbent provides support to the Executive Office (EXO) and other technical offices as directed by the Mission Director.

3. USAID Consultation or Orientation (if applicable)

The selected applicant shall proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

4. Supervisory Relationship

This incumbent is directly supervised by Senior Security Specialist (Safety and Security Advisor)

5. Supervisory Controls

None

10. PHYSICAL DEMANDS: The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000018-OM Security Specialist** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The best qualified applicants will be selected for an interview. Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** A Bachelor's degree in relevant discipline (National/Security Studies, Risk Management, Police Science, Intelligence Analysis, Criminal Justice, Military Academy degree, Global/Foreign Affairs Degree, Project Management). (Educational requirement must be met at the time of application for the subject position).
- b. Work Experience:** A minimum of 5 years of progressively responsible professional experience in risk management and project implementation with an international or diplomatic organization. Recent experience in a volatile or relevant high risk environment (active military service or commercial experience in low infrastructure environments).

(Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a U.S. citizen or permanent resident/registered alien ("green card holder");
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain a Secret-level security clearance;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately any experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Report Writing:

Demonstrated ability to write clearly and produce high quality written reports for different audiences.

FACTOR #2: Communications:

Demonstrated ability and skills to interpret security and safety information, policies and procedures regarding risk management in a high threat environment and the ability to explain them to stakeholders.

FACTOR #3: Analyzing:

Demonstrated ability and skills to understand and analyze Security/Safety procedures, mitigation and contingency plans and the ability to provide applicable advice to implementing partners.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1 (150 points)
Factor #2 (15 points)
Factor #3 (20 points)
Interview Performance 50 points

Interview questions will revolve around the candidate's propensity to:

- be successful in providing proactive support to USAID Implementing Partners,
- ability to evaluate and determine effective business processes and establish efficient working relationships with internally and externally with other offices,
- ability to handle a wide variety of situations and conflicting issues requiring the use of initiative to determine the approach to be taken or methods to be used to resolve issues effectively and efficiently.

Total Possible Points: 100

IV. APPLYING

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A supplemental document with responses to the Evaluation Factors;

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of

applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

**VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND
CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes D applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.